Certificate Levels I, II, III/AS - Business Information Professional 21-22

ANTELOPE

Recommended Program Sequence

All courses with a + sign indicate a prerequisite or co-requisite

Level III: Term 1 (#BitSpring: Max. 19 units, 12-15 as recommended) Level III: Term 4 (#BitSpring: Max. 19 units, 12-15 as recommended) IBP 104. MS Nover 1 in BIP 124. MS Nover 1 in BIP 104. MS Nover 1 in BIP 124. MS Nover 1 in BIP 114. MS Nover 1 in BIP 124. MS Nover 1 in BIP 114. MS Nover 1 in In BIP 114. MS Nover 1 in In BIP 114. MS Nover 1 in In General Education Area C (Humanitics) #ML3C 102 In General Education Area C (Humanitics) #ML3C 102 Total BIP 114. MS Nover 1 in Total In General Education Area A (Science) # ROL 104 Total In BIP 124. MS Nover 1 in In General Education Area A (Science) # ROL 104 BIP 124. MS Nover 1 in In General Education Area A (Science) # ROL 104 BIP 124. MS Nover 1 in In General Education Area A (Science) # ROL 104 BIP 124. MS Nover 1 in In General Education Area A (Science) # ROL 104 BIP 124. MS Nover 1 in In General Education Area B (Scial Scimac) # ROL 312 BIP 124. MS Nover 1 in In General Education Area B (Scial Scimac) # ROL 312 BIP 124. MS Nover 1 in In In In	COLLEGE		requisite or co-requisite	GP	
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BIP 112, MS Excel1 1	BIP 110, Keyboarding I	1	· Refer to catalog or online website for course listings and descriptions		
BIP 112, MS Excel 1 1 BIP 114, MS PowerPoint I 1 BIP 115, Practical Math for Business and Consumers 3 Area A Natural Sciences: (min. 3 units) 4 It Certificate of Achievement: Units BIP 113, MS Access I BIOL 100, 101+, 101+, 101+, 102, 103, 104, 110+, 120+, 201+, 202+, 204+, BIOL 100, 101+, 102+, 102+, 100+, 102+,	BIP 111, MS Word I	1	AS General Education: At least 3 units from each of the following areas		
Dif 111, Practical Math for Business and Consumers 1 Bip 115, Practical Math for Business and Consumers 1 Bip 100, Introduction to Business Information Proffesional 3 Bip 113, MS Access I 1 Bip 124, Key Boarding II 1 Bip 125, Adobe Acrobat 1 Bip 125, Adobe Acrobat 1 Bip 125, Adobe Acrobat 1 Bip 125, MS Access II 1 Bip 125, Adobe Acrobat 1 Bip 125, Adobe Acrobat 1 Bip 125, MS Access II 1 Bip 124, MS Access III 1 Bip 134, MS Access III 1 Bip 134, MS Access III 1 Bip 1354, MS Access III 1 <	BIP 112, MS Excel I		0		
Units Required for the Certificate: 12 ANTH 101, 101L Level II Certificate of Achievement: Units ASTR 101+, 101L+ ASTR 101+, 101L+ BIP 100, Introduction to Business Information Proffesional BIOL 100, 101+, 101L+, 102, 103, 104, 110+, 120+, 201+, 202+, 204+, BIP 115, Practical Math for Business and Consumers 3 BIOL 100, 101+, 101L+, 102, 102, 102, 102+, BIP 120+, KeyBoarding II 1 EERSC 101+ BIP 121+, MS Word II 1 GEOG 101+, 101L+, 102+, 102L+, BIP 123+, MS Access II 1 PHYS 101, 102+, 110+, 120+, 211+ BIP 125, Adobe Acrobat 1 PSC1 101 BIP 125, Mokplace Communication 3 AJ 201, 204, 206 ALP 127+, Introduction to Accounting 3 AJ 201, 204, 206 BIP 124, MS PowerPoint II 1 CFE 102 BIP 124+, MS PowerPoint II 1 CFE 102 BIP 133+, MS Access III 1 DFST 105 BIP 134+, MS Bword III 1 ECON 100, 101+, 102+, 110, 111, 113, 114, 116+, 118, 119 P1 104-, Mseinses Information Profesional 3 HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116+, 118, 119 P1 134+, MS Access III<		-			
Level II Certificate of Achievement: Units ASTR 101+, 101L+ BIP 110, Ms Access I BIOL 100, 101+, 101L+, 102, 103, 104, 110+, 120+, 201+, 202+, 204+, BIOL 100, 101+, 102+, 110+ BIP 113, Ms Access I BIOL 100, 101+, 101L+, 102+, 101+, 102+, 201+, 202+, 204+, BIOL 100, 101+, 102+, 102+, 101+, 102+, 101+, 102+, 102+, 201+, 202+, 204+, BIOL 101+, 1012+, 102+, 101+, 102+, 101+, 102+, 102+, 101+, 102+, 102+, 101+, 102+, 102+, 101+, 102+, 102+, 101+, 102+, 102+, 101+, 102+, 102+, 101+, 102+, 102+, 101+, 102+, 102+, 101+, 102+, 102+, 101+, 102+, 102+, 101+, 102+, 102+, 101+, 102+, 102+, 101+, 102+, 101+, 102+, 102+, 101+, 102+, 103					
BIP 100, Introduction to Business Information Proffesional 3 BIP 115, Practical Math for Business and Consumers 3 BIP 115, Practical Math for Business and Consumers 3 BIP 120+, KeyBoarding II 1 BIP 121, MS Xocess I 1 BIP 122+, MS Excel II 1 BIP 123+, MS Access II 1 BIP 125, Adobe Acrobat 1 BIP 125, MS Excel II 1 BIP 125, MS Access II 1 BIP 125, MS Required for the Certificate: 18 Advantage II 1 1024, 206 Units Required for the Certificate: 18 BIP 1314, MS Word III 1 BIP 1324+, MS PowerPoint II 1 BIP 134+, MS Access III					
BIP 113, MS Access 1 1 CHEM 101+, 102+, 110+ BIP 115, Practical Math for Business and Consumers 3 ELTE 101 BIP 120+, KxyBoarding II 1 ERSC 101+ BIP 121+, MS Word II 1 GEOG 101+, 101L+, 102, 102L+ BIP 122+, MS Access II 1 GEOL 101+, 101L+, 102+, 110+, 120+, 211+ BIP 125, Adobe Acrobat 1 PHYS 101, 102+, 110+, 120+, 211+ BIP 125, Adobe Acrobat 1 PSCI 101 BIP 125, Mobe Acrobat 1 PHYS 101, 102+, 110+, 120+, 211+ BIP 126, Workplace Communication 3 AJ 201, 204, 206 Level III Certificate of Achievement/Major: Units BUS 101 BIP 124+, MS Word II 1 CFE 102 BIP 132+, MS Access III 1 DFST 105 BIP 133+, MS Access III 1 GEOG 105, 106, 110 BIP 134+, Keyboarding III 1 GEOG 105, 106, 110 BIP 135+, Keyboarding III 1 GEOG 105, 106, 110 BIP 135+, Keyboarding III 1 GEOG 105, 106, 110 BIP 135+, Keyboarding III 1 GEOG 105, 106, 110 BIP 135+, Keyboarding III 1 GEOG 105, 106, 110			,		
BIP 115, Practical Math for Business and Consumers 3 BIP 120+, KeyBoarding II 1 BIP 120+, KeyBoarding II 1 BIP 121+, MS Word II 1 BIP 122+, MS Excel II 1 BIP 122+, MS Excel II 1 BIP 123+, MS Access II 1 BIP 125, Adobe Acrobat 1 BIP 126, Workplace Communication 3 BIP 127+, Introduction to Accounting 3 BIP 124+, MS PowerPoint II 1 BIP 124+, MS PowerPoint II 1 BIP 134+, MS Access III 1 BIP 134+, MS Required for the Certificate/Major: Bip 131+, MS Access III BIP 134+, MS Required for the Certificate/Major: Bip 131+, MS Access III BIP 134+, MS Required for the Certificate/Major: Bip 135+, MS Access III BIP 134+, MS Required for the Certificate/Major: Bip 130+, Laptatian Bip Portece Portece BIP 130+, Keyboarding III <		-			
BIP 120+, KeyBoarding II 1 ERSC 101+ BIP 121+, MS Word II 1 GEOG 101+, 101L+, 102+, 102L+ BIP 123+, MS Access II 1 PHYS 101, 102+, 110+, 120+, 211+ BIP 125, Mobe Acrobat 1 PHYS 101, 102+, 110+, 120+, 211+ BIP 125, Mobe Acrobat 1 PSCI 101- BIP 126, Morehace Communication 3 Area B Social & Behavioral Sciences: (min. 3 units) BIP 127+, Introduction to Accounting 3 AJ 201, 204, 206 Level III Certificate of Achievement/Major: Units BNT 102, 103, 112, 140 BIP 132+, MS PowerPoint II 1 CFE 102 BIP 133+, MS Word III 1 DECON 100, 101+, 102+, 110 BIP 134+, MS Access III 1 ECON 100, 101+, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116+, 118, 119 BIP 130+, Keyboarding III 1 GEOG 105, 106, 110 HIS 101, 102, 103, 104, 105, 107, 108, 110, 111, 113, 114, 116+, 118, 119 </td <td>BIP 115, Practical Math for Business and Consumers</td> <td>-</td> <td></td> <td></td>	BIP 115, Practical Math for Business and Consumers	-			
BIP 122+, MS Excel II 1 GEOL 101+, 101L+, 102+, 102L+ BIP 123+, MS Access II 1 PHYS 101, 102+, 110+, 120+, 211+ BIP 125, Adobe Acrobat 1 PSCI 101 BIP 126, Workplace Communication 3 Area B Social & Behavioral Sciences: (min. 3 units) BIP 127+, Introduction to Accounting 3 AJ 201, 204, 206 Units Required for the Certificate: 18 NRTH 102, 103, 112, 140 Level III Certificate of Achievement/Major: Units BUS 101 BIP 131+, MS Word III 1 CFE 102 BIP 132+, MS Access III 1 DFST 105 BIP 133+, MS Access III 1 GEOCN 100, 101+, 102+, 110 BIP 134+, Ks exploarding III 1 GEOCN 100, 101+, 102+, 110 BIP 135+, Business Information Professional 3 PFST 105 Other requirements for degree Pols 101, 103, 200, 201+, 202+, 203+, 203+, 235+, 236+, 236+, 236+, 235+, 236+, 236+, 235+, 236+, 236+, 235+, 236+,	BIP 120+, KeyBoarding II				
BIP 123+, MS Access II 1 PHYS 101, 102+, 110+, 120+, 211+ BIP 125, Adobe Acrobat 1 PSCI 101 BIP 126, Workplace Communication 3 Area B Social & Behavioral Sciences: (min. 3 units) BIP 127+, Introduction to Accounting AI 201, 204, 206 Units Required for the Certificate: BIP 127+, Introduction to Accounting AI 201, 204, 206 Colspan="2">Colspan="2" Dispan="2" Colspan="2" <td colspa<="" td=""><td>BIP 121+, MS Word II</td><td>1</td><td>GEOG 101+, 101L+, 102, 102L+</td><td></td></td>	<td>BIP 121+, MS Word II</td> <td>1</td> <td>GEOG 101+, 101L+, 102, 102L+</td> <td></td>	BIP 121+, MS Word II	1	GEOG 101+, 101L+, 102, 102L+	
BIP 125, Adobe Acrobat 1 PSCI 101 BIP 126, Workplace Communication 3 Area B Social & Behavioral Sciences: (min. 3 units) BIP 127+, Introduction to Accounting 3 AJ 201, 204, 206 Units Required for the Certificate: 18 Level III Certificate of Achievement/Major: Units BIP 124+, MS PowerPoint II 1 BIP 131+, MS Word III 1 BIP 132+, MS Excel III 1 BIP 132+, MS Access III 1 BIP 130+, Keyboarding III 1 BIP 150+, Business Information Professional 3 BIP 150+, Business Information Professional 3 BIP 150+, Business Information Professional 3 BIP 126+, Gold and the Certificate/Major: 8 Pols 101, 103, 200, 201+, 202+, 203+, 232, 233+, 234+, 235+, 236+ General Education 21-27 Proficiency (See Proficiency Requirements) * Electives (Mostly BIP Pre-Requisites) 25-31 RAT 100, 101, 102, 103, 104, 106, 100, 113, 120, 132, 135, 136+, 137+, 140, 14 Minimum Units Required for AS Degree 60 10, 102+, 101+, 201+, 202+,	BIP 122+, MS Excel II	-			
BIP 126, Workplace Communication 3 Area B Social & Behavioral Sciences: (min. 3 units) BIP 127+, Introduction to Accounting 3 AJ 201, 204, 206 Units Required for the Certificate: 18 ANTH 102, 103, 112, 140 BUP 124+, MS PowerPoint II 1 BUS 101 BIP 131+, MS Word III 1 CFE 102 BIP 132+, MS Excel III 1 DFST 105 BIP 133+, MS Access III 1 ECON 100, 101+, 102+, 110 BIP 150+, Business Information Professional 3 3 0ther requirements for degree 21-27 SOC 101, 103, 200, 201+, 202+, 203+ Proficiency (See Proficiency Requirements) 25-31 ART 100, 101, 102, 103, 100, 110, 113, 120, 132, 135, 136+, 137+, 140, 14 Minimum Units Required for AS Degree 60 Minimum Units Required for AS Degree COMM 103, 112, 114, 214+ Minimum Units Required for AS Degree 60 Minimum Units Required for AS Degree 60 Minimum Units Required for AS Degree 60 Minimum Units Required for AS Degree 60 <tr< td=""><td>BIP 123+, MS Access II</td><td></td><td></td><td></td></tr<>	BIP 123+, MS Access II				
BIP 127+, Introduction to Accounting 3 AJ 201, 204, 206 Units Required for the Certificate: 18 ANTH 102, 103, 112, 140 Level III Certificate of Achievement/Major: Units BIP 132+, MS PowerPoint II 1 BIP 131+, MS Word III 1 BIP 132+, MS Excel III 1 BIP 133+, MS Access III 1 BIP 134+, Keyboarding III 1 BIP 150+, Business Information Professional 3 Other requirements for degree 8 General Education 21-27 Proficiency (See Proficiency Requirements) 4 Electives (Mostly BIP Pre-Requisites) 25-31 Minimum Units Required for AS Degree 60 150, 163+, 170+, 210+, 202+, 202+, 203+, 235, 136+, 137+, 140, 14 Distribuse (Mostly BIP Pre-Requisites) 25-31 Minimum Units Required for AS Degree 60 150, 163+, 170+, 210+, 213+, 202+, 202+, 203+, 235+, 235+, 235+, 236+, 235+				_	
Units Required for the Certificate: 18 ANTH 102, 103, 112, 140 Level III Certificate of Achievement/Major: Units BUS 101 BIP 124+, MS PowerPoint II 1 CFE 102 BIP 131+, MS Word III 1 COMM 217+ BIP 132+, MS Excel III 1 DFST 105 BIP 133+, MS Access III 1 ECON 100, 101+, 102+, 110 BIP 150+, Business Information Professional 3 HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116+, 118, 119 Other requirements for degree POLS 101, 103, 200, 201+, 202+, 203+ POLS 101, 103, 200, 201+, 202+, 203+ General Education 21-27 SOC 101, 105, 110, 111, 112, 115, 116, 120 SOC 101, 105, 110, 111, 112, 115, 116, 120 Proficiency (See Proficiency Requirements) * * Area C Humanities: (min.3 units) Electives (Mostly BIP Pre-Requisites) 25-31 ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140, 14 DFST 101, 102+, 201+, 202+ COMM 103, 112, 114, 214+ DA 101 DFST 101, 102+, 105, 106, 201+, 202+ COMM 103, 112, 114, 214+ DA 101					
Level III Certificate of Achievement/Major: Units BUS 101 BIP 124+, MS PowerPoint II 1 CFE 102 BIP 131+, MS Word III 1 COMM 217+ BIP 132+, MS Excel III 1 DFST 105 BIP 133+, MS Access III 1 ECON 100, 101+, 102+, 110 BIP 130+, Keyboarding III 1 GEOG 105, 106, 110 BIP 150+, Business Information Professional 3 HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116+, 118, 119 Pother requirements for degree 21-27 SOC 101, 103, 200, 201+, 202+, 203+ General Education 21-27 SOC 101, 105, 110, 111, 112, 115, 116, 120 Proficiency (See Proficiency Requirements) * Area C Humanities: (min. 3 units) Electives (Mostly BIP Pre-Requisites) 25-31 ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140, 14 150, 163+, 170+, 210+, 213+ CHIN 101, 102+, 201+, 202+ CMM 103, 112, 114, 214+ DA 101 DFST 101, 102+, 105, 106, 201+, 202+ ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+, 205+					
BIP 124+, MS PowerPoint II CFE 102 BIP 131+, MS Word III 1 BIP 132+, MS Excel III 1 BIP 133+, MS Access III 1 BIP 130+, Keyboarding III 1 BIP 150+, Business Information Professional 3 HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116+, 118, 119 POLS 101, 103, 200, 201+, 202+, 203+ other requirements for degree General Education Proficiency (See Proficiency Requirements) Electives (Mostly BIP Pre-Requisites) 25-31 ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140, 14 Minimum Units Required for AS Degree 60 150, 163+, 170+, 210+, 202+, 202+ COMM 103, 112, 114, 214+ DA 101 DFST 101, 102+, 105, 106, 201+, 202+ ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+,					
BIP 131+, MS Word III 1 COMM 217+ BIP 132+, MS Excel III 1 DFST 105 BIP 133+, MS Access III 1 ECON 100, 101+, 102+, 110 BIP 130+, Keyboarding III 1 GEOG 105, 106, 110 BIP 150+, Business Information Professional 3 HIST 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116+, 118, 119 Pols 101, 103, 200, 201+, 202+, 203+ POLS 101, 103, 200, 201+, 202+, 203+ PSY 101, 201+, 212+, 230+, 232, 233+, 234+, 235+, 236+ General Education 21-27 Proficiency (See Proficiency Requirements) * Area C Humanities: (min. 3 units) Electives (Mostly BIP Pre-Requisites) 25-31 ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140, 144 Minimum Units Required for AS Degree 60 150, 163+, 170+, 210+, 213+ CHIN 101, 102+, 201+, 202+ COMM 103, 112, 114, 214+ DA 101 DFST 101, 102+, 105, 106, 201+, 202+ ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+, 205+					
BIP 132+, MS Excel III 1 BIP 133+, MS Access III 1 BIP 130+, Keyboarding III 1 BIP 150+, Business Information Professional 3 Units Required for the Certificate/Major: 8 other requirements for degree POLS 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116+, 118, 119 Poficiency (See Proficiency Requirements) * Electives (Mostly BIP Pre-Requisites) 25-31 ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140, 14 150, 163+, 170+, 210+, 202+, 202+, 203+ COMM 103, 112, 114, 214+, DA 101 DFST 101, 102+, 105, 106, 201+, 202+, 203+, 232+, 235+, 236+, 23					
BIP 133+, MS Access III 1 BIP 130+, Keyboarding III 1 BIP 150+, Business Information Professional 3 Units Required for the Certificate/Major: 8 other requirements for degree POLS 101, 102, 104, 105, 107, 108, 110, 111, 113, 114, 116+, 118, 119 Poficiency (See Proficiency Requirements) * Electives (Mostly BIP Pre-Requisites) 25-31 ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140, 14 150, 163+, 170+, 210+, 202+ COMM 103, 112, 114, 214+ DA 101 DFST 101, 102+, 105, 106, 201+, 202+ COMM 103, 112, 114, 214+ DA 101					
BIP 130+, Keyboarding III 1 BIP 150+, Business Information Professional 3 Units Required for the Certificate/Major: 8 other requirements for degree 21-27 General Education 21-27 Proficiency (See Proficiency Requirements) * Electives (Mostly BIP Pre-Requisites) 25-31 ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140, 14 150, 163+, 170+, 210+, 202+ COMM 103, 112, 114, 214+ DA 101 DFST 101, 102+, 105, 106, 201+, 202+ COMM 103, 112, 114, 214+ DA 101 DFST 101, 102+, 105, 106, 201+, 202+ ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+,					
BIP 150+, Business Information Professional 3 Units Required for the Certificate/Major: 8 other requirements for degree 21-27 General Education 21-27 Proficiency (See Proficiency Requirements) * Electives (Mostly BIP Pre-Requisites) 25-31 Minimum Units Required for AS Degree 60 Minimum Units Required for AS Degree 60 Display (10, 10, 10, 10, 10, 10, 10, 10, 10, 10,					
Units Required for the Certificate/Major: 8 POLS 101, 103, 200, 201+, 202+, 203+ other requirements for degree PSY 101, 201+, 212+, 230+, 232, 233+, 234+, 235+, 236+ General Education 21-27 Proficiency (See Proficiency Requirements) * Electives (Mostly BIP Pre-Requisites) 25-31 ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140, 14 Iter CHumanities Common Section Minimum Units Required for AS Degree 60 Other Pre-Requisites 25-31 ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140, 14 Display COMM 103, 112, 114, 214+ DA 101 DFST 101, 102+, 201+, 202+ DA 101 DFST 101, 102+, 105, 106, 201+, 202+ ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+, 205+, 227+, 230+, 231+, 235+, 242+, 255+, 242+, 255+, 245+	BIP 150+, Business Information Professional				
other requirements for degree PSY 101, 201+, 212+, 230+, 232, 233+, 234+, 235+, 236+ General Education 21-27 Proficiency (See Proficiency Requirements) * Electives (Mostly BIP Pre-Requisites) 25-31 Minimum Units Required for AS Degree 60 Minimum Units Required for AS Degree 60 Display 101, 102+, 102+, 201+, 202+ 202+ COMM 103, 112, 114, 214+ DA 101 DFST 101, 102+, 105, 106, 201+, 202+ ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+,		8			
General Education 21-27 SOC 101, 105, 110, 111, 112, 115, 116, 120 Proficiency (See Proficiency Requirements) * Area C Humanities: (min. 3 units) Electives (Mostly BIP Pre-Requisites) 25-31 ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140, 14 Minimum Units Required for AS Degree 60 150, 163+, 170+, 210+, 213+ CHIN 101, 102+, 201+, 202+ COMM 103, 112, 114, 214+ DA 101 DFST 101, 102+, 105, 106, 201+, 202+ ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+,					
Electives (Mostly BIP Pre-Requisites) 25-31 ART 100, 101, 102, 103, 104, 106, 110, 113, 120, 132, 135, 136+, 137+, 140, 14 Minimum Units Required for AS Degree 60 150, 163+, 170+, 210+, 213+ CHIN 101, 102+, 201+, 202+ COMM 103, 112, 114, 214+ DA 101 DFST 101, 102+, 105, 106, 201+, 202+ ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+,	General Education	21-27			
Minimum Units Required for AS Degree 60 150, 163+, 170+, 210+, 213+ CHIN 101, 102+, 201+, 202+ COMM 103, 112, 114, 214+ DA 101 DFST 101, 102+, 105, 106, 201+, 202+ ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+,	Proficiency (See Proficiency Requirements)	*			
CHIN 101, 102+, 201+, 202+ COMM 103, 112, 114, 214+ DA 101 DFST 101, 102+, 105, 106, 201+, 202+ ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+,	Electives (Mostly BIP Pre-Requisites)			145,	
COMM 103, 112, 114, 214+ DA 101 DFST 101, 102+, 105, 106, 201+, 202+ ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+,	Minimum Units Required for AS Degree	60			
DA 101 DFST 101, 102+, 105, 106, 201+, 202+ ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+,					
DFST 101, 102+, 105, 106, 201+, 202+ ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+,					
ENGL 102, 111+, 112+, 221+, 222+, 225+, 227+, 230+, 231+, 235+, 242+,					
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Certificate Levels I, II, III/AS - Business Information Professional 21-22 **Recommended Program Sequence**

FREN 101, 102+, 201+, 202+, 203+ FTV 101, 103, 107, 108, 201, 203, 241, 251, 261 GER 101, 102+, 201+, 202+ HIST 115 ID 150, 201 (ID courses no longer offered 20-21) LATN 101, 102+, 201+ MUS 101, 105, 111, 131, 132+, 151+, 153+, 185+, 231+, 232+, 251A+, 251B+, 253A+, 253B+ MUSC 102, 103, 107,108 PHIL 105, 106, 108, 109 **PHOT 107** PHTC 101, 150+, 201+ SPAN 101, 110SS, 102+, 201+, 202+, 210SS+, 220SS+ THA 101, 102, 103, 110, 115A, 115B+, 116A+, 116B+, 117A+, 117B+, 118A+, 118B+, 121A, 121B, 130, 133, 225+, 239 Area D Language & Rationality: (min. 3 units from (1) and 3 associate degree. A. WRITING units from (2)) 1. Academic Composition: Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing. ENGL 101+ 2. Communication and Analytical Thinking BUS 113+ CA 103 CIS 101, 111, 141, 157, 161 COMM 101, 103, 107, 109, 112, 114, 115, 217+, 219+ ENGL 102+, 103+ GEOG 201, 205 MATH 102+, 110+, 115+, 116+, 120+, 124+, 128+, 135+, 140+, 148+ 150+, 160+, 220+, 230+, 250+ PHIL 101, 106, 110, 201+ Area E - Additional Breadth: (min. 3 units) From areas A**, B**, C**, D2,** or CFE 102 LIB 107, 110 COMM 103, 107, 219+ MUSC 108 NF 100, 102, 103, 110, 150 **DFST 105** HD 100, 101, 102, 103, 105 PSY 212 HE 101, 120, 201 SOC 111, 116 ID 100, 120 (ID courses no longer offered 20-21) **KINT 100** Any DA activity course(s) from DA102-205, except DA 107A-C, 108, 109, and 111. Any Kinesiology Fitness (KINF) activity course, Intercollegiate Athletics (IATH) activity course, or up to 4 units for military experience. ** Courses must be taken from a discipline not previously selected. Area F Diversity Studies: (min. 3 units) FTV 201, 203 ANTH 102, 112 BUS 212 HE 201+ CFE 116+ HIST 110, 111, 113 COMM 114, 217+, 219+ MUSC 107, 108 DFST 105, 106 POLS 202+ ECON 110 SOC 105, 110, 116 ENGL 250+, 253+, 256+, 257+, 259+ THA 239

Advisory : A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. Prerequisite : A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. Prerequisites are enforced and a student will be blocked from enrolling or involuntarily dropped after enrolling if the student does not meet the stated prerequisite. A student must complete a course prerequisite with a satisfactory grade of A, B, C or P (pass).

Corequisite : A condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. Corequisites are enforced and a student will be blocked from enrolling if the student does not meet the stated co-requisite.

Proficiency Requirements

Proficiency requirements exist for the areas of Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the

be taken with the Pass/No Pass option; however, students are cautioned that other colleges and universities may not accept ENGL 101 courses taken on a Pass/No Pass basis, especially for satisfaction of general education and major requirements. Students planning to transfer should check college catalogs for applicable policies.

B. MATHEMATICS

Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by AVC assessment into a math course higher than MATH 102. *Fulfilling proficiencies will not require any extra units if the competencies are

demonstrated by including the required courses in the general education, or major requirements, or by satisfying the reading proficiency through AVC's policy. Electives: The remaining number of units (up to a minimum of 60) are considered electives. Any course that has already been counted toward (1) the general education requirements, or (2) the major, cannot be used as an elective. Any course with a designation of "AVC" at the end of a course description can be used Grade Point Average Requirement: An overall grade point average of 2.0 ("C" average) is required.

Double Counting: While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement.

• Residency: Minimum of 12 units completed at AVC with a minimum of 9 of those units completed from the certificate/major. (credit earned by examination will not be included in these 12 units) Title 5, Section 54000:http://ccr.oal.ca.gov Requirements for Two or More Associate Degrees: To be eligible for multiple associate degrees, a student must have completed all of the graduation requirements for each degree.

Transfer: Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center or the Counseling Center and consult with a counselor as soon as possible to develop a plan of studies. Additional preparation for the major information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

The "Catalog Rights Policy" sets forth the criteria used for determining the degree requirements under which students may graduate. Please refer to the AVC Catalog for a detailed description or consult with a counselor.